

~~APPROPRIATE FOR REFERENCE USE ONLY~~

23 May 1967

MEMORANDUM FOR: Senior Training Officer, O/DCI
Senior Training Officer, DDI
Senior Training Officer, DDS
Senior Training Officer, DDS&T

SUBJECT: Training Spaces at Executive Seminar Centers,
FY 1968

1. Attached is a schedule showing the spaces reserved for the Agency for the seminars to be conducted in FY 68 at the Kings Point and Berkeley Executive Seminar Centers. You will notice that we received less than half the number of spaces requested by the Directorates; therefore, the competition for selection for most of the seminars should be rather keen.

2. Agency nominees for these seminars are approved by the Training Selection Board. Since we must send our nominations to the Civil Service Commission at least four weeks in advance of the beginning date of the seminar session, we request that you submit nominations to the Executive Secretary, Training Selection Board not later than six weeks prior to the starting date of the seminar of interest. Nominations should be in duplicate and should include copies of the current biographic profile on the individual and a statement outlining significant duties and responsibilities and giving reasons for proposing attendance at the particular seminar.

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Registrar
Office of Training

Attachment

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